Terms of Reference (version 3.0)

UNMETERED SUPPLIES USER GROUP (UMSUG)

1 Purpose of the UMSUG

1.1 The UMSUG has been set up by the Supplier Volume Allocation Group (SVG) to provide expert advice on the Unmetered Supplies (UMS) arrangements under the BSC. In particular matters relating to the operation of UMS within Settlement as described by BSCP520 'Unmetered Supplies Registered in SMRS', the Unmetered Supplies Operational Information document (OID) (including Charge Codes) and any issues relating to Unmetered Supplies as directed by the SVG.

2 Membership

2.1 The Chairman will be appointed by BSCCo.

2.2 The UMSUG will be constituted as an expert group and not a representative committee. The Chairman will also be empowered to recommend the establishment of sub groups to consider specific issues or change proposals, where appropriate. These sub groups will be approved by SVG.

2.3 Membership will be open to Suppliers, Distributors, Unmetered Supplies System Operators (UMSOs), Meter Administrators, the UK Lighting Board, County Surveyors' Society, and Customers. The Chairman will appoint members to the UMSUG and will aim to ensure the UMSUG has a balanced membership. It is anticipated that the UMSUG will normally have no more than 12 members.

2.4 Appropriate experts may be invited by the Chairman as required by the business under discussion. Delegates from the SVG and Ofgem are also invited to attend.

2.5 UMSUG members will contribute as industry experts and will not represent the interests of their employers/constituents. An ability to maintain such independence is essential.

2.6 The Chairman will appoint a Technical Secretary.

3 Frequency of Meetings

3.1 The frequency of meetings will be determined by the SVG and will be driven by the business need as directed by the SVG and BSCCo.

3.2 The Chairman will be responsible for arranging meetings, providing a Technical Secretary and distributing an agenda and paperwork before the meeting.

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3.3 The Chairman will be entitled to cancel any scheduled meeting, if in their sole opinion there are insufficient items of importance to consider at the meeting to warrant holding it, or if there are insufficient members available.

4 Decision Making

4.1 The UMSUG will make recommendations to SVG for approval. The UMSUG may also provide advice to SVG and BSCCo on UMS operational matters.

4.2 Wherever possible, recommendations/advice will be based on a consensus view of the UMSUG members present. However, where a different minority view exists, this shall also be reported to the SVG.

5 Agenda/Papers/Reporting

5.1 The Technical Secretary shall, at the request of the UMSUG Chairman, convene meetings by giving notice, at least 5 Working Days prior to the meeting (or such other period so determined by the UMSUG Chairman), to all members and attendees. Such notice shall set out:

- the date, time and place of the meeting; and
- an agenda of the matters for consideration at the meeting and any supporting papers available to the Technical Secretary at the time the notice is given.

5.2 UMSUG Members can request that items be added to the agenda. This would be via the UMSUG secretary in the form of a paper and subject to approval by the UMSUG Chairman.

5.3 The Technical Secretary shall circulate minutes of the meeting no later than 5 Working Days following the meeting.

5.4 The Chairman will report UMSUG recommendations/advice to the SVG.

6 Duties of the UMSUG

6.1 The duties and priorities of the UMSUG will be determined by BSCCo as directed by the SVG, and may include items such as:

- Non-standard Charge Code Applications (not yet entered into the Market Domain Data (MDD) process as these are separately governed by BSCP509);
- Central Managed Systems (CMS) applications;
- New types of UMS apparatus;
- Advice on changes to UMS documentation, e.g. BSCP520, OID, etc;
- load research on Unmetered Supplies; and
- matters relating to Equivalent Meters.

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7 UMSUG Communications

7.1 Operational Communications

7.1.1 Where the UMSUG is overseeing defined BSC processes, any communications to BSC Parties, Party Agents or other bodies will be defined either in the BSC or in Code Subsidiary Documents (most often BSCPs) and may take the form of consultations, circular notifications, e-mails or letters etc.

7.1.2 Where the UMSUG deals with matters which do not have explicitly defined communication steps set out in the BSC but do fall clearly within its explicitly defined areas of responsibility, powers and functions the UMSUG will communicate with BSC Parties, Party Agents or other bodies via e-mails and letters.

7.1.3 In both cases such communications may be delegated to ELEXON by the UMSUG unless otherwise prohibited by the BSC.

7.1.4 Such communications as outlined above remain the responsibility of the UMSUG.

7.2 Strategic Communications and Other Communications

7.2.1 From time to time, matters may arise that relate to wider industry issues. Such matters may impact the UMSUG's areas of responsibility either directly or indirectly but will also have impacts that arise out with the BSC.

7.2.2 Where the UMSUG has views on such matters these views should be relayed to the SVG such that the SVG may, at its discretion, relay the views to the Panel.

7.2.3 It is possible that the views of the UMSUG do not align with the views of the SVG itself. To ensure that the views of the UMSUG are not lost, where matters are relayed to the SVG, these will be recorded in the relevant meeting materials or minutes as appropriate. Further, where the SVG decides to relay its own views to the Panel, it should reference the views of the UMSUG.

7.2.4 Where the Panel issues communications to an industry participant, body or government department based on matters brought to its attention by the UMSUG via the SVG (or receives responses to such communications), the Panel will, unless it agrees otherwise on the basis of confidentiality, provide a copy of such communications or responses to the SVG and the UMSUG.

7.3 Time-Bound Communications

7.3.1 Where the UMSUG identifies a strategic or other matter (as outlined in paragraph 7.2.1) which it wishes to bring to the SVG's attention, and where that matter is such that the value of so doing would be eroded if it is not brought to the SVG's attention before the next scheduled SVG meeting, the Chairman will relay the matter to the SVG Chairman (or, in their absence, the SVG Vice Chairman) directly.

7.3.2 The SVG Chairman (or, in their absence, the SVG Vice Chairman) will then determine whether to:

i) seek the views of SVG Members and their ex-committee approval to relay the views to the Panel; or

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ii) relay the views of the UMSUG to the Panel so as to meet the timescales required and circulate a copy of these views to SVG Members[1] for information.

[1] Including those regular attendees (if appointed) who are entitled to attend the SVG in accordance with the SVG Terms of Reference (i.e. the Panel Sponsor, the representative of the Authority, the representative of the Transmission Company and MRASCo).

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